

**PUBLIC RECORD ACCESS GUIDELINES**

RE 103 (Rev. 7/02)

**The following records maintained by the Department of Real Estate (DRE) are public records and will be made available for inspection on written request submitted during regular business hours at the office of the Department where the records are maintained:**

**Formal action files** — All documents in formal action files including Orders and Decisions by or in the name of the Real Estate Commissioner, the Proposed Decision of the Administrative Law Judge, pleadings, and all exhibits received into evidence or marked for identification.

**In-state subdivided lands** — All forms and documents required to be furnished by the applicant for the issuance of a Public Report for the offering of in-state subdivided lands.

**Out-of-state subdivided lands** — All forms and documents required to be furnished by the applicant for the issuance of a Permit for the offering of out-of-state subdivided lands, except those documents which contain information on the price and terms under which the land in question was acquired or is to be acquired by the applicant.

**Real property securities** — All forms and documents required to be furnished by the applicant for a Permit for the offering of real property securities.

**Recovery fund** — All forms and documents required to be furnished by a person claiming to be aggrieved in connection with a claim against the Real Estate Recovery Fund.

**Commission & committee minutes** — Minutes of meetings of the Real Estate Advisory Commission and of advisory committees to the Real Estate Commissioner.

**Licensee & license applicants** — The following *current information* concerning licensees and license applicants is information available to the *public* on request:

- ✓ The name and fictitious business name, if any, of a licensee, the business address of a licensee, the license identification number of the license currently held by a licensee, the names of all licensed officers of a corporate licensee, and the name and business address of the employing broker or corporation of a real estate salesperson. A certificate of license history is available for a fee.
- ✓ Several licensee lists are available on a fee basis (see below). If interested, request a Licensee File CD Request (RE 775) for more details and cost information.

- **All State CD (Current Licensees)** — Contains specific public information for all current licensees. Includes licensees whose mailing address may be unreliable (address included but flagged as unreliable), and licensees who have asked not to be included on lists used for mailing purposes (address fields are left blank).
- **All State CD (Mailing List)** — Contains specific public information for all current licensees whose mailing address has not been flagged as unreliable nor who have asked to be excluded from lists used for mailing purposes.
- **List of Selected Licensees** — This list is a subset of the All State CD — Mailing List. This list can be limited to a combination of specified license types (salespersons, brokers, etc.), mailing addresses in specified areas (zip codes, counties, etc.), and licenses originally issued since a specified date.

**Electronic records**

Unless prohibited by law, if the DRE has information that constitutes an identifiable public record that is not exempt from disclosure and is in an electronic format, it shall make that information available in an electronic format upon request pursuant to Section 6253.9 of the Government Code.

**DRE Web Site**

A variety of consumer and licensee information (i.e., licensee status, downloadable forms) is available on the Department's Web site at **[www.dre.ca.gov](http://www.dre.ca.gov)**.

**Guidelines**

A copy of these guidelines shall be furnished free of charge to any person requesting to inspect the public records of the Department of Real Estate.

Adopted pursuant to Section 6253 of the Government Code.